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Andaman And



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No. 137, Port Blair, Friday, June 4, 2010

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**ANDAMAN & NICOBAR ADMINISTRATION**

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**DIRECTORATE OF TRANSPORT**

**NOTIFICATION**

Port Blair, dated the 4<sup>th</sup> June, 2010

No. 126/2010/F.No.20-1/Estt/2009.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANI dated the 11<sup>th</sup> April, 1960, and in supersession of Notification No. 110/F. No. 42-35/76-TR dated 31<sup>st</sup> May, 1977, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of **TIME KEEPER** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:-

**1. Short Title and Commencement:**

- i. These rules may be called the Andaman and Nicobar Administration (**Time Keeper** in the Directorate of Transport) Recruitment Rules, 2010.
- ii. They shall come into force on the date of their publication in the Official Gazette.

**2. Number of Posts, Classification and Scale of Pay:**

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

**3. Method of Recruitment, Age limit and Qualification:**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

**4. Disqualification:**

No person—

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lt. Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Powers to Relax :**

Where the Lt. Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of person.

**6. Saving :**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh  
Lieutenant Governor,  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor

Sd/-  
(K. C. Aggrawal)

Spl. Secretary-cum-Director of Transport

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**SCHEDULE****RECRUITMENT RULE FOR THE POST OF TIME KEEPER IN  
MINISTRY/DEPARTMENT OF MOTOR TRANSPORT**

1.	Name of Post	<b>Time Keeper</b>
2.	No. of Post	1 (One)* 2010. *(Subject to variation depending upon workload).
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial.
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 + GP 1900
5.	Whether Selection or Non-Selection Post	Selection.
6.	Age limit for direct recruits	Male - 18 – 33 Years Female - 18 – 38 Years (Relaxable for Government Servants upto 5 years in accordance with the instructions/orders issued by the Central Government from time to time). <b>NOTE :</b> The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidate.
7.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for Direct Recruitment	<b>Essential:</b> (i) Pass in Senior School Certificate Examination (XII <sup>th</sup> Std.) or equivalent from a recognized Board/University. <b>Desirable:</b> (i) Knowledge of Computer Application. (ii) Working knowledge in Hindi.
9.	Whether age and educational qualifications prescribed for Direct Recruitment will apply in the case of promotees	No Educational qualification : Yes
10.	Period of Probation, if any	Two years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By promotion failing which by direct recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	From amongst the Log Writer in the pay scale in PB-1 Rs. 5200-20200 with Grade Pay Rs. 1800 with 5 (five) years regular service in the grade.

13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for considering cases for Promotion/Confirmation) consisting of:</u></b>  1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Director (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.
15.	Duties and Responsibilities	Attached as Annexure to schedule.

### **Duties and Responsibilities of Time Keeper**

1. To maintain attendance of the staff in the workshop as well as any establishment under the Directorate of Transport.
2. To maintain record pertaining to stores, workshop or traffic and collect data required for maintaining these from the respective sections daily and enter the same in the respective registers on daily basis.
3. To perform all skilled as well as unskilled nature of works related with maintenance of records.
4. Time Keeper shall extract works from the unskilled workers.
5. Time Keeper shall undertake all other works as entrusted by his superior.
6. Time Keeper shall perform all type of office works manually as well as electronically through computer related with the functioning of Transport Department.
7. Any other works as and when entrusted by his/her superior officer.
8. Time Keeper shall maintain movement record of vehicles moving out & coming inside the Terminus/Workshop.
9. To maintain the schedule timing of buses.